

High Weeds & Grass Hearings

REQUESTING MORE INFORMATION OR DISPUTING THE EXISTENCE OF A VIOLATION

If you would like to request additional information on a case or dispute the existence of a violation, please fill out a *High Weeds and Grass Inquiry Request Form*. Inquiry Request Forms may be obtained by emailing weedsquestions@indy.gov, calling (317) 327-5577, or by clicking [HERE](#).

After submitting a *High Weeds and Grass Inquiry Request Form*, a staff member will review your case and provide you with relevant feedback and documentation. Please allow five to seven business days for the internal review process. The staff member can also provide you additional information on the administrative hearing process, if you wish to further dispute the existence of a violation.

THE ADMINISTRATIVE HEARING PROCESS

After receiving information from a staff member regarding a *High Weeds and Grass Inquiry Request form*, you may dispute the violation further through the administrative hearing process. The staff member who contacts you regarding the *High Weeds and Grass Inquiry Request Form* can provide you with information on how to obtain an administrative hearing.

Hearings will be scheduled in the order requests are received. Once an administrative hearing has been set, the property owner of record in the Marion County Assessor's Office will receive a Notice of Administrative Hearing with the date and time of the hearing. The hearing will be held at the Department of Code Enforcement in the Tarkington Conference Room at 1200 Madison Avenue, Indianapolis, IN 46225. When you arrive, please enter the City of Indianapolis Department of Code Enforcement lobby and check-in at the Front Desk Triage Station, indicating that you are present for a hearing. If you fail to participate in the hearing, the cost of abatement will be upheld in your absence. The City may be represented by the City Prosecutor's Office, Corporation Counsel, City-County Building, 1601, 200 E. Washington St., Indianapolis, IN 46204. A Hearing Officer will preside over the hearing. You may send mail to the Hearing Officer at 1200 Madison Avenue, Suite 100, Indianapolis, Indiana 46225. Motions for continuance must be received no later than seven (7) days prior to the assigned hearing date, unless the reason is shown by affidavit to have occurred within the seven (7) day period. Cases are heard on a first-come, first-serve basis and open to the public. To obtain information regarding the hearing, you may call (317) 327-8468 or email HWGHearings@indy.gov.

If you are unable to attend your scheduled hearing date, please call (317) 327-8468 or email HWGHearings@indy.gov to request a continuance of the hearing date. Motions for continuance

Department of Code Enforcement

1200 Madison Ave., Ste. 100 | Indianapolis, IN 46225 | Phone: (317) 327-8700 | www.indy.gov/dce
Fax Numbers: Building - 327-8475 | Business Licensing - 327-0817 | Contractor Licensing - 327-8401
Crafts - 327-5397 | Infrastructure/Right of Way - 327-3125 | Permits - 327-5174 | Zoning - 327-8696

must be received no later than seven (7) days prior to the assigned hearing date, unless the reason is shown by affidavit to have occurred within the seven (7) day period. If your request to continue the hearing is granted, you will receive a Notice of Administrative Hearing in the mail with the new hearing date and time.

If you no longer wish to dispute the violation, but an administrative hearing has been scheduled, please call (317) 327-8468 or email HWGHearings@indy.gov to state that you would like to cancel the hearing. Payment must be received at least seven (7) days prior to the hearing to be removed from the hearing docket. The amount due should be sent by check or money order, made payable to “City of Indianapolis” and mailed to 1200 Madison Avenue, Suite 100, Indianapolis, Indiana 46225. Please *indicate the violation number* in the memorandum portion of your check/money order and include the notice with your payment. Payment may also be made in-person at 1200 Madison Avenue, Suite 100, Indianapolis, Indiana 46225 during lobby hours. For information on how to enroll in a payment plan, please contact (317) 327-1291.

HEARING PROCEDURES

The hearing will be presided over by a hearing officer, who may determine your rights and responsibilities as provided in Section 575-7 and Chapter 103 Article V of the Revised Code of the Consolidated City of Indianapolis and Marion County. At the hearing, it will be the City’s responsibility to prove the violation by a preponderance of the evidence. You will have an opportunity to inspect any documents and question any witnesses the City may present, and you will have an opportunity to present documents and testimony on your own behalf. If the hearing officer finds in favor of the City, he or she may impose fines up to two thousand five hundred dollars (\$2,500) plus the costs of abatement. If the hearing officer finds in favor of the City, you may have a right to appeal that decision. You can find more information about the nature of the hearing and your procedural rights in the ordinances referenced above online at <http://library.municode.com/index.aspx?clientId=12016>.